

# Welcome to the Automated Schedule A Program

## HELPFUL INSTRUCTIONAL INFORMATION

*Same Short Version as last year with updated data!*

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## GENERAL INSTRUCTIONS AND HINTS:

### ***What's new:***

The Automated Schedule A program has been updated for Fiscal 2007. The program is similar to last year's in size, 17 pages, and also has updated historical data to display when selecting the city or town name on the start tab page. Last year's "Fund Balance End of Year" figures appear in this year's "Fund Balance Beginning of Year" cells in Parts 3, 4, 5, & 6. Parts 7 and 10 begin with July 1, 2006 balances. In Part 11, last year's General Fund Equity Ending Balance will appear as this year's General Fund Equity Beginning Balance.

### **Below are the minimum requirements to run the Automated Schedule A program:**

- A personal computer running Microsoft Office 97 – Excel or greater.
- A modem to access & download from our web-site. [mass.gov/dls](http://mass.gov/dls)
- A recommended minimum of 16MB RAM or greater.
- Any printer with Legal Size paper tray.
- Approximately 1.5 MB of hard disk space.

## INSTRUCTIONS TO DOWNLOAD FROM DLS WEB PAGE:

[1] Click on Get FY2007 Automated Schedule A Program from the Division of Local Services web site to download Scheda07 program. A File Download screen will appear asking you "What would you like to do with this file? Choices are:

- Run this program from its current location
- Save this program to disk.

Select "Save this program to disk".

[2] Select drive letter and folder where you wish to download Scheda07.exe.  
Note: It is important to note the location of Scheda07.exe

[3] Once download is complete, locate Scheda07.exe file using Windows Explorer and double-click on the Scheda07.exe to run program.

[4] On your screen, under *Unzip to folder*, you will see the default drive and the default folder name where the Schedule A excel spreadsheet will be installed which is C:\Scheda07. You can install this program on a different drive; for example, D:, E:, F:,G: etc or with a different folder name, by simply following the instructions in the NOTE section below.

**NOTE:**

To change the default drive letter, simply click after the C, backspace once, enter different drive letter and proceed to steps below or if you want to change the folder name just highlight Scheda07 and enter a new folder name. If you are on a network, you may wish to select a different drive letter than C: in order to ensure Scheda07.xls is backed up consistently.

[5] Click on UNZIP button.

[6] You'll see on your screen - WinZip Self-Extractor  
1 file(s) unzipped successfully

Click on OK button.

[7] Click on CLOSE button.

[8] From your computer's Windows Explorer's menu, click on VIEW and then click on REFRESH to refresh the screen.

[9] Look in drive letter and selected folder name-Scheda07 in Step 2. You will see Scheda07.XLS.

[10] Double-click on new Scheda07 Excel (XLS) file.

[11] IMPORTANT– Always make sure you click on **ENABLE MACRO** button when opening the Automated Schedule A Program.

**Other Information in the use of the automated Schedule A**

-Use the Excel "zoom" function to size the Schedule A form appropriately for your computer screen and settings. (From the Menu line, click View, then Zoom, then the preferred sizing).

*-All signatures lines need to be signed on print out. The sections of the printed form follow in the same order as the electronic worksheets.*

-A special Print Menu has been added to the Excel Menu bar. Print all worksheets using this menu to ensure proper formatting of the forms. **NOTE:** Prints legal size only.

*-The automated Schedule A program also includes "logical edit checks" designed to verify consistency of data. Just click on the Logical Edit tab to see if all logical edit checks have passed. Make corrections where failures occur as certification of your Schedule A requires that all edits pass.*

**Important:** As you work through the automated Schedule A, save your work frequently. To activate or change the settings on the Excel "AutoSave" feature, in the Menu line, click on Tools, then AutoSave. If you do not have or use the AutoSave option, be sure to backup your work manually.

## IMPORTANT

**DO NOT USE CUT, COPY OR PASTE FUNCTIONS TO MOVE DATA AROUND THE WORKBOOK. USING THESE FUNCTIONS MAY DAMAGE MACROS OR FORMULAS, CAUSING CALCULATIONS TO FAIL. TO MAKE A CHANGE TO EXISTING DATA, SIMPLY TYPE IN A NEW FIGURE.**

Once your Schedule A workbook is complete, copy the SCHEDA07.xls file to a blank diskette and mail to your BOA office as listed in the instruction manual.

### **Getting Started:**

When opening the automated Schedule A for the first time, please read the introduction that appears on the screen. It describes some of the features of the Automated Schedule A program and contains general instructions. You can return to it at any time by clicking on the INSTRUCTIONS tab at the bottom of the screen. When you are ready to begin, click on the "Start" tab, then select your city or town by clicking on the down arrow until its name appears in the box. You are now ready to begin filling out the forms. Click on the appropriate worksheet tabs in the order they appear from left to right.

## **E-MAIL INSTRUCTIONS**

When you have completed your Schedule A, you can simply E-Mail the form to [DATABANK@dor.state.ma.us](mailto:DATABANK@dor.state.ma.us). Please indicate on the subject line your community's name and "Schedule A FY2007". No hard-copy need be forwarded to your field representative. However, the information in Part 12 of the form (except for signature) must be completed. The Bureau will consider this your official electronic signature. Only E-Mail the Schedule A to this address if it is being officially submitted.

If you have any questions, please contact your Bureau of Accounts field representative.

### **Assistance or Comments:**

If you have questions about the forms or the Schedule A process, please contact your community's Bureau of Accounts Representative. Questions or comments regarding the Automated Schedule A workbook can be directed to Arnold Kanter at (617) 626-2303 or e-mail [kanter@dor.state.ma.us](mailto:kanter@dor.state.ma.us)